**JSOM GRADUATE TECHNICAL RESUME TEMPLATE (remove prior to using and delete line space)**

**First and Last Name**

City, State, Zip; Phone Number; email address

Customized LinkedIn URL

**EDUCATION EXPERIENCE**

**The University of Texas at Dallas** Graduation Month & Year

*Master of Science, Major* **GPA ?.??**

Honors and Scholarship(s)

**Additional University**, LocationGraduation Month & Year

*Bachelor of Science, Major* **GPA ?.??**

**CERTIFICATIONS AND TECHNICAL SKILL EXPERIENCE**

Certifications: [Insert here]

Analysis Tools: [Insert here]

Programming: [Insert here]

Operating Systems: [Insert here]

Software: [Insert here]

Databases: [Insert here]

**PROFESSIONAL EXPERIENCE**

**Full Legal Company Name**, LocationStart Month & Year – End Month & Year or Present

*Position Title*

* [Action verb] followed by accomplishments including metric(s)
* [Action verb] followed by accomplishments including metric(s)
* [Action verb] followed by accomplishments including metric(s)

**Additional Full Legal Company Name (if applicable)**, Location Start Month & Year – End Month & Year or Present

*Position Title*

* [Action verb] followed by accomplishments including metric(s)
* [Action verb] followed by accomplishments including metric(s)
* [Action verb] followed by accomplishments including metric(s)

**ACADEMIC PROJECT EXPERIENCE**

**Project Name,** Class Name Start Month & Year – End Month & Year or Present

* [Action verb] followed by accomplishments including metric(s)
* [Action verb] followed by accomplishments including metric(s)

**ORGANIZATIONS, COMPETITIONS AND LEADERSHIP EXPERIENCE** (Adjust the name – if you have no competitions, remove that word from the heading name. Remember that you can add a bulleted section for an organization, too.)

**Organization**, School name, *Position Title* Start Month & Year – End Month & Year or Present

**Organization**, School name, *Position Title* Start Month & Year – End Month & Year or Present

**ADDITIONAL INFORMATION**

*Languages*:

*Eligibility*: Type in one of the three following choices, remove text in parentheses, and delete the other two options.

US Citizen, Eligible to work in the US for internships and full time with no restrictions (Born here or naturalized)

US Permanent Resident, Eligible in the US for internships & full time – no restrictions (Foreign citizen green card holders)

VISA, Eligible to work in the US for internships and full time for up to (non-STEM, choose 12 months; STEM Major, choose 36 months)